



Topsfield Finance Committee  
Minutes to the Meetings  
October 22, 2012

- I. Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 PM, with Heidi Bond, Karen Dow, Jon Guido, Kathy Hartmann, and Dan Shugrue present. Chairman of the Board of Selectmen Eldon Goodhue and Ken Vogel and Town Administrator Ginna Wilder were also present. Kim Sherwood joined the meeting at 7:01 PM. Selectman Laura Powers joined the meeting at 7:02 PM. Selectman Richard Gandt joined the meeting at 7:09 PM.
- II. Introduction of Newest Member:** The Finance Committee welcomed Jon Guido. His Oath of Office has been administered.
- III. Minutes:** A motion was made by Karen Dow to accept September 10, 2012 minutes as written, seconded by Heidi Bond, voted in favor 5-0-1 with Jon Guido abstaining.
- IV. Finance Committee Member Roster and Resume:** Committee members are asked to send updated contact info to the secretary.
- V. Finance Committee Liaison Assignments:** The FY2014 liaison assignments were discussed and finalized. Special attention was paid to the education assignments.
- VI. Preliminary FY2014 Model:** Karen Dow is awaiting preliminary information from the Commonwealth and from the Town Principal Assessor to complete the first Model version for FY2014.
- VII. Guidelines:** Committee members were asked to review the FY2013 Department Budget Guidelines before the next meeting, when the Committee will complete the FY2014 guidelines.
- VIII. Government Review Committee Update:** The Government Review Committee presented their work to the Selectmen last week. The GRC's recommendations included elevating the Town Administrator to a Town Manager. The exploration and discussion of the GRC's recommendations will likely be a long process.
- IX. Upcoming Meeting Schedule:** The next meeting of the Committee will occur on November 5, 2012, at 7:00 PM in the Proctor School Teachers' Lounge.

**X. Adjourn:** A motion was made by Karen Dow to adjourn at 7:47 PM, seconded by Heidi Bond, voted in favor 6-0.

Respectfully submitted,  
Lexie Winslow

Attachments:

a) 2012 Finance Committee Liaison Assignments